

## APPEAL ASSESSMENT FORM

You may appeal the mark awarded for an assessment task for a unit if you have evidence that the mark or grade you received is unfair or incorrect. Please see the Higher Education Handbook for details concerning the appeal process and policy <https://acom.edu.au/resources/>.

All applications **must** be accompanied by relevant documentation appropriate to the circumstances and included as an attachment to this document.

Students should note that an appeal must be based on supplied reasonable evidence of unfair or incorrect marking. Reasons such as not liking a result, disliking a unit, a lecturer, or a topic, or having worked hard in completing the assessment, will NOT be considered adequate grounds for an appeal.

Basis for Appeal	Documentation Required from Student
a. Assessment task on Moodle was inconsistent with that of Course Unit Booklet	A brief explanation of how the assessment differs from the description in the published unit outline
b. Unfair application of the assessment criteria	A brief explanation of how your work shows that you have met the agreed assessment criteria
c. Final result is not equal to the aggregate of the individual assessment components	Evidence of the grade received for each assessment component
d. Inappropriate penalties have been applied	A brief explanation of why you believe the penalty was applied inappropriately, with reference to the appropriate policy for the penalty

Before lodging this form you should raise the matter with the marker concerned. If, having discussed the matter with the marker, you are dissatisfied with the outcome you may lodge a formal appeal using this form. **Note: An appeal will not be considered if the student has not made a genuine attempt to address the issue with the marker.**

If you require assistance with your appeal you can seek advice from your Student Engagement Manager.

**You must lodge a formal appeal for an assessment task within 14 days from the date you were notified of your marks.**

**YOU MUST COMPLETE ONE OF THESE FORMS FOR EACH ASSESSMENT RESULT YOU ARE APPEALING**

The completed form must be submitted to the Academic Dean at [info@acom.edu.au](mailto:info@acom.edu.au)

## APPEAL ASSESSMENT FORM

### Student Details

Student Name

Course

Student Engagement Manager

Email

Contact numbers

### Unit Details

Unit Name

Unit Code

Marker

### Appeal Details

This is an appeal of the result for the assessment

Date your mark was released

I have discussed this matter with the marker on satisfaction

but it has not been resolved to my

OR

I have attempted but have been unable to contact the marker prior to lodging this appeal  
(provide evidence of your efforts to contact the marker)

Grounds for Application (if more space is required please use an attachment)

Date you submitted this form

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## RESPONSE TO APPEAL

The Academic Dean shall notify the student of the outcome of their Appeal **within three working days** of the decision.

Your appeal has been upheld

A second examiner has marked the assessment item and the following amendments to the record of your assessment results for this unit have been made:

Mark for the Assessment

Your appeal has not been upheld and there will be no change to the record of assessment results. The reason for this decision is as follows:

A student who can show evidence that the appeal has not been fairly processed by the Academic Dean may request further review by the ACOM Academic Board.

The request must be made to the Academic Dean in writing and must be lodged within five working days of this date of notification

Signature of Academic Dean

Date